



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

One Ashburton Place, Room 1004, 10th Floor | Boston, MA | 02108

Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#: 19-24

Notice Date: June 19, 2019

Submission Deadline: July 10, 2019 At 2:00 PM

Project Number: MDOT2019-SEC

Project Title: MassDOT Security Design Services House Doctor

Project Location: Statewide

Awarding Agency: Massachusetts Department of Transportation (MassDOT)

Available Aggregate Amount: \$1,500,000.00

Estimated Construction Cost: Varies per Project, Not to Exceed authority delegated pursuant to M.G.L. c. 7C §5, for an individual project.

Contract Term: Up to five (5) Years

Maximum Fee Per Contract, based on the scope of work and services authorized, shall not exceed: \$500,000.00

Prime Firm Requested:

- ☒ Engineer
- ☐ Landscape Architect
- ☐ Architect
- ☐ Interior Designer
- ☐ Programmer
- ☐ Construction Manager
- ☐ Other:

Contract Type:

This contract will be a "house doctor" contract. Multiple projects of the type described in the Project Overview and Scope of Work may be assigned, and fee increments approved, up to the maximum fee per contract. Selection by the DSB under this advertisement does not guarantee that a contract will be executed with any given firm. The Awarding Agency will enter into House Doctor contract(s) with selected firm(s) at its sole discretion, based on the Awarding Agency's needs. The Awarding Agency may award up to **three (3)** contracts, each with a total value of **\$500,000** to qualified designers under this contract.

Immediate Services Authorized:

- ☒ Building Study
- ☒ Schematic Plans and Outline Specifications
- ☒ Design Development Plans and Specifications
- ☒ Construction Plans and Specifications
- ☒ Administration of Construction Contract
- ☐ Other:

AGENCY INFORMATION

The Massachusetts Department of Transportation (“MassDOT”) is comprised of four Divisions: Highway, Aeronautics, Rail & Transit, and the Registry of Motor Vehicles. MassDOT directs, operates, administers and implements the programs of roadway, general aviation, rail and transit, and vehicular registration and regulation, and contracts for the design, construction, repair, maintenance, capital improvements, development, and planning of its facilities as appropriate.

PROJECT OVERVIEW

These projects are to address security design and integration at MassDOT facilities.

SCOPE OF WORK

- a) Overview; Geographic SOW. The SOW includes the design of security and access control technology on/into MassDOT-owned facilities statewide, including buildings, that the Highway Division and the Rail & Transit Division respectively utilize; on/into non-MassDOT-owned facilities at public-use airports that the Aeronautics Division supports; and at leased facilities that the Registry of Motor Vehicles Division utilizes.
- b) Functional SOW. The Scope of Work may include but is not limited to the following:
 - i. Understanding and Investigating security related needs at various types of facilities (e.g., airports, administration buildings, customer service centers) and developing and recommending repairs, improvements and upgrades.
 - ii. Determining placement of:
 - 1. cameras on building exteriors, building interiors, and poles
 - 2. brackets to hold cameras
 - 3. access controls (door locks and card readers)
 - iii. Determining if the existing electrical conditions of the buildings can support the demands of the technology equipment, and identifying needed changes thereto (e.g., panel modifications, additional circuits).
 - iv. Preparing CAD, drawings, and schematics, including “Line Diagrams” showing the path of the wiring from the cameras to the end users (e.g., manager’s office).
 - v. Preparing Plans, Specifications and Cost Estimates for installation of equipment and wiring for advertisement.
 - vi. Providing construction administration and project oversight.
 - vii. Consideration in the analysis should include energy costs, sustainability principles, expected remaining useful life of building and systems and related life cycle costs. Particular attention should be paid to the constructability, reliability, durability and maintainability of building and security systems and materials.
- c) Geographic SOW may expand and final design at specific facilities may need to be modified. Facilities requiring security and access control technology, including proprietary technology, have been identified. However, additional facilities may be identified, and the technology may need to be updated. Also, modification of the technology design at facilities may be warranted, due to changed circumstances (e.g., closure of FAA towers, vandalism, break-ins at hangars).

SUPPORTING DOCUMENTS

The scope of work for this project is supported by the materials listed below.

N/A

PROJECT REQUIREMENTS

Project requirements, general conditions and/or requirements of this public notice include, but are not limited to:

Affirmative Marketing

MBE/WBE Participation

In accordance with M.G.L. C.7C, §6 and Executive Orders 526, 559 and 565, MassDOT has established a minimum combined MBE/WBE participation goal of 10.9% of the overall value of the study and final design contracts for this project. Applicants must utilize a mix of both MBE and WBE firms whose participation, when added together, meets the overall combined goal set for the Contract. The combined goal requires a reasonable representation of both MBE and WBE firm participation. The Combined MBE/WBE goal must be met within the list of requested prime and sub-consultants. All applicants must indicate in the prime firm's application how they or their consultants will meet these goals and will be evaluated on that basis.

Further information about the MBE/WBE Program appears in the "Participation by Minority Owned Businesses and Woman Owned Businesses" in the MassDOT Contract for House Doctor Services, and on the Supplier Diversity Office website: <http://www.mass.gov/sdo>. Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified will be required to bring a reasonable amount of participation by a firm(s) that holds the certification which is not held by the applicant to the project.

Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or have only nominal participation by one or the other to meet the combined goal, will not be considered responsive. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE/WBE goal. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goal, but must state this relationship on the organizational chart (Section 6 of the application form).

Additional Diversity Program:

Veteran Owned Business Participation Benchmark - Chapter 108 of the Acts of 2012; Executive Order 565

The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises ("SDVOBE") and Veteran-Owned Business Enterprises ("VBE") on its design projects. The benchmark for combined SDVOBE and VBE participation on MassDOT and other Executive Branch agencies design projects is 3% of the contract price as set forth in the MassDOT Contract for House Doctor Services referenced above.

Energy & Sustainability

Executive Order 484: Leading by Example – Clean Energy and Efficient Buildings

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/anf/docs/dcam/dlforms/energy/energy-eo484-final.pdf>.

Universal Design

Design solutions provided under this contract are expected to meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. MassDOT welcomes innovative design strategies that are usable by the widest range of people operating in the widest range of situations without special or separate design.

Accessibility

The consultant's design must comply, at a minimum, with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/opsi/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations.html>), as well as the 2010 ADA Standards for Accessible Design (<http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>). When the requirements of these two laws differ the consultant shall comply with the one that provides the greater degree of accessibility. The consultant is also expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act (http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm) to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable. MassDOT will utilize an expert third party, such as DCAMM's Statewide Accessibility Initiative, to provide technical assistance and oversight for accessibility compliance during the study, design and construction process, including accessibility audits of existing buildings, if required.

Policies & Procedures

Financial Statement

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$30,000 or for the design of a project for which the estimated construction cost is expected to exceed \$300,000 the designer shall:

- a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAMM), and continue to do so annually throughout the term of the contract;
- b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls and expresses their opinion regarding those controls to MassDOT.

DCAMM Procedures

The designer will follow the procedures established in DCAMM's Designer Procedures Manual dated August 2008 (<https://www.mass.gov/files/documents/2017/12/19/designers-procedures-manual-aug08.pdf>). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/dcam>).

Environmental and other supplemental services

MassDOT reserves the right to obtain supplemental services through independent consultants who will collaborate with the Prime Firm and the Design Team. Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

Construction Specifications

The designer shall utilize the MassDOT Standard Specifications.

Cost Estimating

Cost estimates, cost models, and estimator participation in both the study and the design phases shall meet the requirements of the current DCAMM Cost Estimating Manual and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The Cost Estimating Manual can be found at <https://www.mass.gov/files/documents/2017/12/19/cost-estimating-manual.pdf> and Uniformat II can be found at <http://fire.nist.gov/bfrlpubs/build99/PDF/b99080.pdf>.

CONTRACT REQUIREMENTS

Contract for House Doctor Services

Appointed applicants will sign a standard *Contract for House Doctor Services* (October, 2017), modified as needed for MassDOT use ("House Doctor Contract"). Once a House Doctor Contract is executed with a selected applicant, MassDOT will solicit proposals from the House Doctor related to specific projects and issue Notices to Proceed for agreed upon scopes of work as set forth in the House Doctor Contract.

https://www.mass.gov/files/documents/2018/12/03/contract-for-house-doctor-services-rev-18-11-29_0.pdf

Exhibit A & B of the House Doctor Contract sets forth specific terms and conditions for the scope of services.

No costs shall be incurred or work performed before all contract documents are properly executed and a project Notice to Proceed is issued in accordance with the terms of the contract.

CONDITIONS FOR APPLICATION

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the Design Contract (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost).

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the DSB website <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>. The specific Personnel and Project Experience required is listed below.

PERSONNEL

1. Electrical Engineer (**Prime Firm**)
2. Architect
3. Structural Engineer
4. Security Consultant
5. Cost Estimator

If a discipline listed above is required to be registered by the Massachusetts Division of Professional Licensure, Applicants and Consultants shall be registered in the Commonwealth of Massachusetts in their respective disciplines.

PROJECT EXPERIENCE

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C §49 and the work listed on DSB Application Form Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

1. The qualified designer shall employ full-time dedicated security and emergency management practitioners with recent relevant expertise in design and project management of integrated security and communication technology solutions for public transportation agencies/authorities of comparable size and scope as MassDOT. The qualified designer shall employ security and emergency management practitioners who are Board Certified by the American Society for Industrial Security (ASIS International).
2. The qualified designer shall employ ancillary design disciplines with MA registered design professionals in the fields of Architecture, MEP, Civil, Structural, and ITS engineering disciplines.
3. The qualified designer shall have a minimum of ten (10) years experience in the following: Designing Security Technology Upgrades and Installations, Developing Security Risk Management Studies, including Security Surveys and Threat and Vulnerability Assessments for public transportation agencies/authorities comparable in size and scope to MassDOT.

APPLICANTS PLEASE NOTE

Eligibility Requirements for Applicants: In addition to the individual application form filed separately, consultants must first submit current credentials to be considered for state funded projects using the latest [DSB Master File Brochure Form](#). Please visit the [Eligibility Requirements for Applicants](#) web page for more information.

Please use the latest [DSB Application Form \(Updated July 2016\)](#) and follow the [General Instructions for Filing Applications](#).

Application Update: Please submit One Original, with the Sub-Consultant Acknowledgement forms and SDO Certification letters (by mail or hand deliver) and please email an electronic copy of the application form (do not include the Sub-Consultant Acknowledgment forms and SDO Certification letters) to applications.dsb@massmail.state.ma.us

Applications that are incomplete will be rejected. Applications that are submitted on a form other than **DSB Application Form (Updated July 2016)** may be rejected as non-compliant and not be considered by the Board. Applications received at the DSB Office after the advertised deadline will not be considered.